

**Court Reporter**

**GENERAL SUMMARY**

Court reporters perform duties related to the production of verbatim record of court proceedings, producing certified transcripts as required, and maintaining the archive of court proceedings.

Employees in this job have no formal supervisory role, however, work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Records court proceedings, hearings, and trials verbatim, utilizing applicable computer-aided equipment.
- Transcribes, edits, and certifies transcripts, ensuring compliance with established deadlines, and distributes as directed.
- Completes a variety of legally required paperwork.
- Completes transcript order reports; collects required funds for transcript reports.
- Files and maintains transcripts and paperwork with appropriate Court of Appeals, Clerk's office, and/or other applicable agency.
- Performs routine clerical activities in support of division operations.
- May be required to operate video conferencing equipment.
- Must manage operations of equipment in courtroom.
- Any other duties as assigned.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- High School Diploma or G.E.D.
- Two to four years prior court reporting experience preferred.
- College level course work in a related field may substitute for up to one year of experience

**CERTIFICATIONS, LICENSES** (minimum requirements)

- Certified Court Recorder
- Must have valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

**CONDITIONS OF EMPLOYMENT** (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the

position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- May be required to serve in an "on-call" capacity.

### **DISTINGUISHING CHARACTERISTICS**

Work involves evaluating the relevance and importance of theories, concepts, and principles and developing different approaches or tactical plans to fit specific circumstances. Guidelines may exist, but are flexible and open to considerable interpretation requiring independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Regular contacts with co-workers, other agencies and the public to obtain and/or provide information, with the handling of difficult people expected. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the Judges or County's senior executives to resolve, or may not be resolvable.

This job is not part of a series.

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- Work is performed in an office environment
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel
- May be required to lift/move up to 50 pounds (such as a box of paper)
- May be exposed to criminal suspects or prison inmates.

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Advanced knowledge of English grammar, spelling, and punctuation, including idioms, slang, and regionalisms
- Specialized knowledge of legal principles, practices, and terminology, and court proceedings
- Skill in operating applicable court reporting equipment
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones
- Basic skill in use of personal computer software, including word processing
- Interpersonal skills necessary to work courteously and effectively with other employees and the public
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to detect basic errors and make corrections as directed and under established procedures
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to use County resources effectively and efficiently